

HOURS OF WORK

Policy:

It is the policy of the Adjutant General's Department to establish the time and duration of working hours as required by work load and production flow, customer service needs, the efficient management of human resources, and any applicable law.

Comment:

- (1) The normal workweek is Sunday through Saturday, beginning and ending at midnight on Saturday, and consisting of forty hours. The normal workday will consist of eight hours of work with a meal period. Rest or coffee breaks are considered as time worked.
- (2) The schedule of hours for employees will be determined by each department head. The department head will inform employees of their daily schedule of hours of work, including meal periods and rest or coffee breaks, and of any changes that are considered necessary or desirable by the Adjutant General's Department.
- (3) Department heads may schedule overtime or extra shifts. Supervisors will assign overtime to nonexempt employees (those employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act) as needed. Employees are not permitted to work overtime without the prior approval of their supervisor or department head. For the purposes of overtime compensation, only hours worked in excess of forty during a workweek will be counted.
- (4) Employee attendance at lectures, meetings, and training programs will be considered hours of work, and therefore will be compensated time, if attendance is requested by management.
- (5) All employees are required to complete an individual time sheet showing the daily hours worked. Time sheets cover two work weeks. The following points should be considered in filling out time sheets:
 - (a) Employees should record their starting time, time out for lunch, time in from lunch, quitting time, and total hours worked for each workday;
 - (b) Employees are not permitted to sign in or begin work before their normal starting time or to sign out or stop work after their normal quitting time without their supervisor's prior approval;
 - (c) Employees are required to take scheduled meal options;
 - (i) 20 minute paid meal break. Employee must stay at their work station or in close proximity and be immediately available for work. Therefore, these employees are not to conduct personal business or leave their work area or worksite.
 - (ii) 30 minutes or greater unpaid meal break.
 - (d) Employee time records should be checked and approved by the supervisor involved. Time not worked for which an employee is entitled to be paid (paid absences, paid holidays, or paid vacation time) should be entered by the supervisor on the time record. Authorized overtime also should be identified by the supervisor;
 - (e) Unapproved absences should not be considered as hours worked for pay purposes. Supervisors should inform employees if they will not be paid for certain hours of absence; and
 - (f) Filling out another employee's time record or falsifying any time record is prohibited and may be grounds for

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2011

10/2011

REF: K.A.R 1-9-1

disciplinary action, up to and including termination. (s

(8) If possible, full-time employees may have a paid 15-minute rest break midpoint during each half of the shift. Part-time employees may have a paid 15-minute rest break midpoint through their shift. Since these breaks are paid they may not be combined nor can they be used to leave early, arrive late or for extended meal breaks.

(9) Flex time schedules will allow for a variety of schedule options ranging from the traditional Monday thru Friday, 8:00 AM-5:00 PM with a one hour unpaid meal break, to a 4 1/2 day workweek 8-5 Monday thru Thursday and 8-noon Friday schedule with a 20 minute paid meal break, etc.

- (a) Services and mission requirements should not be compromised by Flex time schedules. Employees may be required to work outside their regular work schedule to meet critical agency needs or participate in professional development seminars and/or rearrange their work hours to prevent/reduce overtime. However, schedule changes and rearrangement of hours should be kept to a minimum.
- (b) Flex time is a benefit not a right. As always, the supervisor for job related reasons may modify individual and unit work schedules. These include, but are not limited to, new work requirements, availability for customers and co- workers, abuse of flextime privileges, declining attendance, excessive tardiness, additional training, closer supervision, coverage requirements, etc.
- (c) Senior managers and worksite managers are to provide The Adjutant General's Office and the agency's State Human Resource Office with their "Core Hours Coverage Plan" and submits updates in timely manner.
- (d) Senior managers will determine if all employees desiring a 4 or 4½ day work week will be required to take the same day or half day off each week or have the off work time of those employees staggered throughout the week.
- (e) Employees will continue to request alternative work schedules by completing the agency's "State Employee Work Hours and Flextime Request Form" and submitting it to their supervisor and through the chain of command for approval. If approved, the senior manager will submit the form to State Human Resources (SHR) for the Adjutant General's approval.
- (f) An employee, supervisor or senior manager desiring a deviation from this policy may do so by submitting a written request to The Adjutant General, through the State Human Resources Director. This request should state the desired alternative and justification.